

## **Alice Baker Memorial Public Library - Inclement Weather Policy**

The Alice Baker Library may need to close during regular business hours because of inclement weather. The Library will review inclement weather concerns in view of decisions in local and adjacent school districts and/or advice from local police staff and local public works staff. Because the Library is an independent entity, it will not automatically close when other institutions are closed. The decision to close for all or a portion of the regular business hours will be made by the Library Director in conjunction with a Library Board Officer.

In inclement weather situations, the Library Director is responsible for determining the availability of staff to run the core functions of the library during business hours . When staff are unable to come for their shift because of weather conditions, the decision to close the Library will be made by the Library Director in conjunction with a Library Board Officer.

All closings of the Library will be announced on Milwaukee television channels 4, 6, and 12, as well as the internet postings by these channels. A closing notice will be posted on the Library answering machine and the Library's front door as a public service. The Library Director will notify or leave messages with both the Town of Eagle and the Village of Eagle Offices as a courtesy measure.

The primary goal of the Library during times of inclement weather is to be open during regular hours when the safety of patrons and staff can be ensured.

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